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## **MINUTES DUVALL PLANNING COMMISSION**

**Rose Room - Duvall Library, 15619 Main Street N.E., Duvall  
Thursday, April 3, 2008 at 7:00 PM**

**1. Call to Order – Flag Salute**

Commissioner Jeff Wolf called the meeting to order at 7:10 p.m.

**2. Roll Call**

Commissioners Jeff Wolf, Skye King, Jason Walker, Hilarie Cash and Peter Luhrs were in attendance. City Staff members Lara Thomas, Senior Planner and Amy Bright, Administrative Assistant were present. Commissioner Ockerlander had an excused absence.

**3. Announcements**

Commissioner Wolf expressed his appreciation to the Planning Commissioners who attended the parks plan public meeting. Commissioner Walker added that there was a good turn-out at the meeting. Commissioner Cash asked how many attendees participated at the meeting. Ms. Thomas stated that there were 50-70 attendees.

Lara Thomas announced that although an offer was made for the Associate Planner position, the candidate was also offered another position at another city. She stated that the City is currently waiting to hear from him if he will accept the position with the City of Duvall.

Lara Thomas announced that the City is finishing up items in preparation to add the Comprehensive Plan amendments to the docket. Items to be included are: changing the zoning for the Frykholm property from Commercial to Public Facilities and changing the zoning for the Holt property (North half of the Duvall Town Center) from Old Town to Mid-Town. She noted that the reason for the change with the Holt property was due to an error in the visioning plan. She added that the Park and Capital Facilities Plan are both due to be added to the docket as well. However, the transportation plan may be on hold due to the possible need for a new EIS (Environmental Impact Statement).

Lara Thomas announced the Short Course in Planning is still scheduled for May 1<sup>st</sup>.

Commissioner Cash noted for the record that she will be absent for the June 5<sup>th</sup> Planning Commission Meeting.

Ms. Thomas stated that she would like Parks Plan, DMC 14.08, and the Planning Commission By-Laws to be added to the agenda.

**4. Approval of Minutes**

The minutes from the March 20, 2008 meeting were motioned to be approved as distributed by Commissioner Luhrs. Commissioner King seconded the motion. Motion carries with all ayes.

**5. Citizen's Comments and Requests – Items not on the Agenda**

None

**6. Old Business**

*Proposed Code Changes*

Ms. Thomas went over the hand out of zoning code changes to DMC 14.66 in strike and delete version. She added that the changes will later be reviewed by Public Works and the city attorney. She noted that no recommendations will be asked of the Planning Commission tonight. She stated that a footnote will be added to each section of the zoning code to state that setbacks for a particular zone will still apply for condominiums.

Commissioner Luhrs noted that on page 17.B.4, the word “acquired” should be changed to “obtained”. He added that on page 16, section C was indented by error.

*Planning Commission By-Laws*

Ms. Thomas announced that the planning commission By-Laws were redistributed to the Planning Commission for review. She noted that they had been previously written and reviewed by the Commission but that with the change over in the Commission she felt they should be reviewed once again before approval. She asked the commissioners to make notes and bring their ideas to the next meeting.

Commissioner Luhrs asked if the Planning Commission had an obligation to forward minutes from a public hearing to the City Council. Ms. Thomas stated that Planning Commission has control of when they make a vote, that they are not obligated to make a vote on the same night as a public hearing.

Commissioner Wolf stated to the commission that meetings, whether electronic or in person, are public. He added that a meeting is a conversation of two or more people. Commissioner Cash asked if a subject which involves discussion is allowed to be discussed outside of a Planning Commission meeting. Commissioner Wolf stated that discussions must be in a public form so that the public knows how the Commission came to a decision on a topic. Ms. Thomas added that other cities are under scrutiny for not following these procedures. Commissioner Wolf recommended that commissioners write down questions and comments to materials and bring them to the next meeting. Commissioner Luhrs requested that staff email the By-Laws to the commissioners in Word format.

## 7. New Business

Commissioner Wolf announced to the commission that staff would like to have two items added to the agenda: the Parks Plan and DMC 14.08. Commissioner Cash motioned to add the items to the agenda. Commissioner Luhrs seconded the motion. The motion carries with all ayes.

### *DMC 14.08 Code Changes*

Lara Thomas went over the code changes which were distributed in strike and delete version. Commissioner Luhrs asked if page 1 part 2.d was state law. Ms. Thomas confirmed. Commissioner Walker asked if, on page 3, short plats were exempt from SEPA. Ms. Thomas confirmed unless there are sensitive areas on the site.

Commissioner Walker stated with NPDS phase 2, short plats may require SEPA because of new NPDES phase 2 requirements. Ms. Thomas stated that she will ask the City Engineer about this. Commissioner Luhrs recommended on page 7, part D that the time-frame should be changed from 28 days to 30 days for consistency. Ms. Thomas stated that the 28 day time frame is state law.

### *Parks, Trails, and Open Space Plan*

Ms. Thomas gave an introduction to the Parks, Trails and Open Space Plan that has been completed to date. Commissioner Luhrs stated that Lake Rasmussen has potential and asked if there has been an attempt to acquire more land around the lake and if this idea has been incorporated into one of the goals of the plan. Ms. Thomas stated that there is more potential for the lake but that lot lines on a map and actual lot lines are deceiving because it appears that most lots extend into the lake. She added that the Public Works Department is working with an Eagle Scout to have a floating dock installed on the lake. Commissioner King noted that the goals of the plan are only general goals and that the Advisory Committee is avoiding placing specific goals in the plan for purposes of obtaining grants in the future. Ms. Thomas added that the Capital Improvement Plan lists specifics and that this could be listed there. Commissioner King added that a Capital Facilities Plan will come out of the work of the Parks, Trails and Open Space Plan. Ms. Thomas stated that EDAW is working on a statistically valid survey which will be sent out to a sample of the population. Commissioner Cash asked when the next public meeting will be held. Ms. Thomas stated that it will be held at either a Planning Commission meeting or at a City Council meeting. Commissioner Luhrs noted that the TNR annexation area is not shown in the city limits on the maps. Staff stated that the consultant is aware of the error and that this will be changed in the future.

Lee Anderson, 26911 NE Miller Street, stated that he would like to see improved walking facilities. He added that the linkage near Coe-Clemons Creek is dangerous to pedestrians. Commissioner Walker stated that pedestrian linkages were a topic that was discussed at the recent Parks Plan public meeting. Ms. Thomas stated that this concern is on the City's radar and that the City would like to see a linkage along Main Street through the city. Commissioner Walker noted that Main Street is a state highway which can bring issues with making these connections. Ms. Thomas noted that the Puget Sound Regional Council gave money to the City for the Main Street project.

Ms. Thomas presented parks maps that EDAW displayed at the public meeting. The maps included levels of service areas for pocket parks, neighborhood parks, and community parks. Commissioner Walker noted that there are no areas to lock up bikes at McCormick Park. Ms. Thomas stated that she would add this to a list of improvements for Depot Park as this park will undergo improvements soon.

Ms. Thomas displayed the walking map that was generated by King County. She stated that during the park planning process, the advisory group will look at this map and make sure the routes are feasible. Commissioners Walker and King stated that the routes are dangerous. Ms. Thomas mentioned a possible walking connection through property owned by Puget Sound Energy (PSE) that runs north and south through the city along 275<sup>th</sup> Ave NE. She added that the rights to use the property would have to be purchased from PSE.

Commissioner Cash asked if the attendees of the Parks Plan public hearing were interested in facilities that serve a broad range of groups. Commissioner Walker confirmed and added that one attendee was hoping to see a regional park in the city, but that regional parks are usually serviced at a county level. Commissioner Cash noted that there was a desire to use the Thayer Barn as such a facility in that past and that she wondered if this was still desired by the city. Commissioner King noted that there was a pool interest group at the meeting and the facility they desired would be for a broad range of age groups and would be open year round.

George Anderson, 19828 288<sup>th</sup> Ave NE, gave the Commissioners his history of Lake Rasmussen.

## **8. Other Business**

none

## **9. Adjournment**

Commissioner Luhrs motioned to adjourn the meeting. The motion was seconded by Commissioner King. Motion carries with all ayes. The meeting was adjourned at 8:40 p.m.